

EEO

US ARMY CORPS OF ENGINEERS

**ENGINEER RESEARCH AND
DEVELOPMENT CENTER**

Affirmative Employment Program Plan

Accomplishment Report and Update

FY 1999 - FY 2000

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AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT

FOR FISCAL YEAR 1999

- *SUMMARY ANALYSIS OF WORK FORCE
 - *ACCOMPLISHMENT REPORT ON OBJECTIVES AND ACTION ITEMS
 - *NOTEWORTHY ACTIVITIES AND INITIATIVES
-

NAME OF ORGANIZATION: USA Engineer Research and Development Center

ADDRESS OF ORGANIZATION: 3909 Halls Ferry Road, Vicksburg, MS 39180

ORGANIZATIONAL LEVEL: Installation

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL 2138
PROFESSIONAL 1213 ADMINISTRATIVE 295 TECHNICAL 374
CLERICAL 108 OTHER 38 BLUE COLLAR 115

LINDA S. WILKINSON

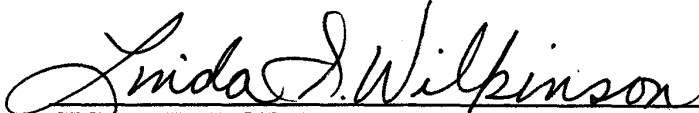
601-634-3743

NAME OF CONTACT PERSON PREPARING FORM

TELEPHONE NO.

LINDA S. WILKINSON, EEO Manager

NAME AND TITLE OF PRINCIPAL EEO OFFICIAL



SIGNATURE OF PRINCIPAL EEO OFFICIAL

7 June 2000

DATE

CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714



9 June 2000

ROBIN R. CABABA, Colonel, Corps of Engineers, Commander

NAME/TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714



CEERD-ZB

REPLY TO
ATTENTION OF

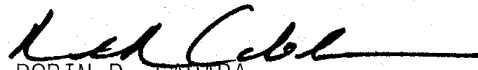
DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER
WATERWAYS EXPERIMENT STATION, 3909 HALLS FERRY ROAD
VICKSBURG, MISSISSIPPI 39180-6199

26 OCT 1998

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER'S POLICY MEMORANDUM #1

SUBJECT: Equal Employment Opportunity (EEO) Policy

1. As the Commander of the U.S. Army Engineer Research and Development Center (ERDC), I personally support the principles of the EEO Program and want to make known my policies concerning Equal Employment Opportunity.
2. It is my firm policy that all ERDC employees and ERDC job applicants be assured equal opportunity and equal treatment in all employment matters regardless of race, color, religion, sex, national origin, age, or handicap. Discrimination cannot and will not be tolerated at ERDC.
3. The ERDC has a very diverse workforce. Our employees include people of different ages, races, ethnic and national backgrounds, physical abilities, and lifestyles, with an abundance of global experience. Dealing with this increasing diversity requires, on the part of all involved, a great deal of self-awareness, sensitivity and skill, but with success comes greater creativity and innovations.
4. The success of our EEO Program depends on the positive attitude and forward thinking actions of all our employees. I expect all managers and supervisors to be fully aware of the EEO Program goals and objectives and provide consistent application of EEO standards. Further, I expect all employees to assume and exercise their own personal responsibilities in making viable contributions to the goal of equal opportunity.
5. Your active support and cooperation are needed to achieve the objective of assuring equality of opportunity for all our employees. I urge each of you to assist me in discovering the full potential of our multicultural workforce.


ROBIN R. CABABA
Colonel, Corps of Engineers
Commander

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AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

ACCOMPLISHMENT REPORT

SUMMARY ANALYSIS OF WORKFORCE

The U.S. Army Engineer Research and Development Center's (ERDC) annual Affirmative Employment Program Accomplishment Report for FY 99 and Update for FY 00 have been prepared based on the Equal Employment Opportunity Commission's Management Directive 714, dated 6 October 1987, and subsequent guidance from the HQUSACE EEO Office.

Civilian occupational series are grouped according to employment categories defined as Professional, Administrative, Technical, Clerical, Other, and Blue Collar. These employment categories are referred to as PATCOB. The ERDC workforce demographics by PATCOB were compared to Civilian Labor Force (CLF) data by race and sex. Analyses and statistical reports are provided by PATCOB, pay plans, and Career Programs and occupational series of over 100 employees.

As of 10 October 1999, the permanent workforce of the ERDC consisted of 1993 employees, 1118 (56.1%) Personnel Management Demonstration Project personnel, 770 (38.6%) General Schedule personnel, and 105 (5.3%) Wage System personnel. Females represented 34.0% (677) of the total workforce. Minorities represented 16.6% (330), including Blacks at 11.1% (221); Asians at 2.9% (58); Hispanics at 2.2% (43); and Native Americans at 0.4% (8).

There were 163 supervisory and management positions at ERDC not including the Wage System. Females held 18.4% (30) as compared to their representation in the total workforce of 34.0%. Minorities represented 7.4% (12) compared to their total representation of 16.6%, including Blacks at 4.3% (7), Asians at 1.8% (3) and Hispanics at 1.2% (2).

In the Wage System, there were 105 employees. Black males represented 36.2% (38), Native American males 0.9% (1), and White females 0.9% (1). Minority employees were well represented in the twenty-six Wage Grade Leader and Supervisor positions, with Blacks holding 42.3% of those positions and Native Americans holding 3.8% (1).

ERDC had three major occupations of over 100 employees. They were Series 0802, Civil Engineering Technician, with 117 employees; Series 0810, Civil Engineer, with 328 employees; and Series 1301, General Physical Scientist, with 180 employees. There were also two career programs with over 100 employees, Engineers and Scientists and Information Management.

Engineers and Scientists composed 57.7% (1090) of the Demo Project and General Schedule workforce. Female representation in this career field, which decreased from the previous year by 0.7%, was 19.3% (210) compared to the female CLF of 16.2%. Minority representation increased slightly from 12.4% to 12.6% (137) compared to a CLF of 14.0% and included Blacks at 4.5% (49) with a CLF of 4.1%; Asians at 4.3% (47) with a CLF of 6.2%; Hispanics at 3.6% (39) with a CLF of 3.3%; and Native Americans at 0.2% (2) with a CLF of 0.4%.

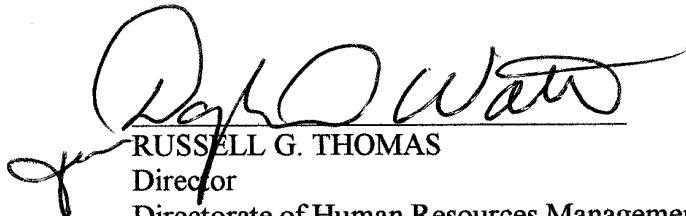
Information Management composed 8.4% (159) of the Demo Project and General Schedule workforce. Female representation was 52.8% (84) in this career field compared to the female CLF of 46.8%. Minority representation was 8.2% (13) compared to a CLF of 13.1 %, and included Blacks at 6.9% (11) with a CLF of 5.2%; Asians at 0.6% (1) with CLF of 4.1%; Hispanics at 0.6% (1) with a CLF of 3.4%; and Native Americans at 0.0% with a CLF of 0.4%.

The affirmative employment goals contained in this plan were set after a thorough evaluation of the foregoing analysis and additional consideration of the vacancies anticipated for FY 2000. Numerical goals were set for those EEO groups whose representation was outside two standard deviations when compared to the appropriate CLF.

**AFFIRMATIVE EMPLOYMENT PROGRAM
FOR MINORITIES AND WOMEN**

CERTIFICATION OF QUALIFICATIONS OF EEO OFFICIALS

I certify that the qualifications of all staff officials, full-time or part-time, concerned with administration of the EEO Program, including the Engineer Research and Development Center's EEO Officer and EEO Staff, EEO Counselors, and Special Emphasis Program Managers have been reviewed by competent authority and incumbents of these positions meet the standards outlined in Qualification Standards Handbook X-118 under '*Equal Employment Opportunity Specialist GS-260*' or '*Qualifications Guide for Collateral Assignments Involving Equal Opportunity Duties*'. Evidence that the review has been made and its findings are on file and available for review by Equal Employment Opportunity Commission officials.


RUSSELL G. THOMAS
Director
Directorate of Human Resources Management

03-06-2000
DATE

DISCRIMINATION COMPLAINTS

THREE-YEAR ANALYSIS OF COMPLAINTS PROCESSING

FY 97 – FY 99

Since the beginning of FY 97, ERDC employees have had 41 precomplaint inquiries. Twenty-two (53.7%) were resolved informally, compared to the Department of Army's resolution rate for FY 99 of 51.0%.

Twelve complainants filed a total of nineteen formal EEO complaints during this three-year period, including one class complaint. Bases included Race (Black) (14), Reprisal (1), Sex (Female) (1), Handicap (1) and Age (2). Issues included disciplinary actions (4), promotions (4), performance ratings (6), harassment (2), terminations (1), and benefits (2). Of the 19 formal complaints, 1 was dismissed, 8 were resolved prior to final decisions being made, and 3 were closed with final decisions of no discrimination. Seven complaints were pending at the end of FY 99, including the class complaint.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

NOTEWORTHY ACTIVITIES/INITIATIVES

During FY 99, the ERDC continued to participate in several innovative ongoing programs that are designed to improve employment opportunities for females and minorities and encourage more females and minorities to enter the fields of science and engineering.

At the elementary and secondary school levels, the ERDC has developed a database of over 125 volunteers for lectures, field trips, tutoring, demonstrations, classroom assistance, and science fairs. During FY 99, ERDC had 76 opportunities to provide speakers and 58 employees participated as science fair judges. In addition, the ERDC database of volunteers assisted teachers in successfully communicating their expertise to all levels of students. Separate training classes were held in computer and Internet applications and other subjects where ERDC's assistance was requested.

The Coastal and Hydraulics Laboratory's long-term Opportunities in Coastal Engineering for Academically Talented Students (OCEANS) program introduces high school students to coastal engineering. This program provides students with a closer look at coastal engineering and explains career opportunities, educational requirements, job availability and salaries. The OCEANS program interacts with hundreds of students in area schools, which average 55- to 97-percent minority.

ERDC's Cold Regions Research and Engineering Laboratory (CRREL) provided an opportunity as part of their Women in Science Internships for a student to conduct field research in Alaska with CRREL scientists. This project was funded by the Alaska Science and Technology Foundation and coordinated with Dartmouth College.

Another fine example included the Construction Engineering Research Laboratory's (CERL) participation in a 10-week summer research program that was sponsored by the University of Illinois at Urbana-Champaign (UIUC). CERL also participated in the Girls in Engineering, Math and Science (GEMS) program at the Champaign/Urbana Middle Schools and the Internship Science and Engineering Program (ISEP) with local high schools. CERL began a new outreach program during FY 99 called Illinois Minority PRE-college Internship (IMPRINT). Under this program, summer internships are provided to engineering students entering their freshman year of college.

Each summer, the Vicksburg Site of ERDC has participated in the Science and Engineering Apprentice Program (SEAP) administered by George Washington University (GWU). In this program, qualified high school students participate in research for eight weeks during their summer vacation under the guidance of a Vicksburg Site scientist or engineer. The students either work on a discrete project, contribute to ongoing research, or work on a project with intermittent activity. Students are required to actively participate in the work of the mentor. At the end of the term, the students write a paper about their work and receive an educational grant of \$1400. This program has provided assistance for professionals and meaningful experiences for students.

The ERDC is an active participant in the Advancing Minorities Interest in Engineering (AMIE) organization. ERDC interacts with several of the nine HBCUs that are involved. These interactions include providing professional developmental assignments, serving on advisory boards, and providing students with information about ERDC and the Corps of Engineers. During FY 99, the ERDC signed a Cooperative Educational agreement with Southern University, an HBCU. A \$40K BAA contract was awarded to Southern University for research and development. A Southern University research student also worked at the ERDC. Two contracts (\$10,000 and \$33,000) were awarded to Florida A&M and invitational requests for lectures were accepted. In addition, three ongoing projects with continuous cooperative research between ERDC and North Carolina A&T were conducted. These interactions serve as another mechanism for expanding our recruitment efforts to obtain the best talent available for accomplishing our mission.

The ERDC has six additional formal Education Partnership agreements with the following: Jackson State University (HBCU); Alcorn State University (HBCU); Clark Atlanta University (HBCU); North Carolina A&T State University (HBCU/AMIE); Ilisagvik College (MI); and the Vicksburg Warren School District, Vicksburg, Mississippi, where over half of the students are minorities. The overall purpose of these partnerships is to encourage and enhance study in the scientific disciplines. During FY 99, commitments involved including students in research by hiring students through employment programs such as the Cooperative Education Programs and contract student programs; enlightening minority engineering students about employment opportunities with the Corps; collaborating in research of mutual interest; and seeking other means of mutual interaction to promote scientific interest (i.e., loaning or transferring surplus equipment, mentoring students, providing teachers through adjunct faculty, and participating in seminars and conferences). FY 99 activities included several students at Ilisagvik College participating in a project to instrument the runway at Deadhorse, Alaska. This project included determining the changes in permafrost temperatures over time to predict potential runway pavement system failure. CERL also recruited students from Clark Atlanta, North Carolina A&T, and other minority universities to participate in the program called the Summer Research Opportunities Program (SROP). Researchers at the Vicksburg Site were involved in the Jackson State University's graduate program in Environmental Sciences that provided lectures and tours of the WES chemistry laboratory. The ERDC Environmental Laboratory had two Intergovernmental Personnel Agreements with professors from Alcorn State University. The ERDC's Vicksburg Site employed fourteen (14) students from the University of Puerto Rico at Mayaguez, providing them an opportunity to obtain research experience.

The ERDC's record of affirmative employment activities and initiatives reflects a long-term proactive program that involves a total team commitment. Senior-level team members at ERDC believe outreach programs should emphasize relationship building and visible top management involvement. The active participation of the ERDC managers and team members is viewed as a strategic resource and is considered a mission essential activity.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: III. Complaints Processing

PROBLEM STATEMENT: Less than sixty percent of EEO cases are being resolved at the informal stage, resulting in prolonged administrative process and higher costs.

PROBABLE BARRIER: Lack of sufficient training in CEERP.

OBJECTIVE: To improve the informal resolution of precomplaints.

RESPONSIBLE OFFICIAL: Commander, EEOM, Managers/Supervisors

TARGET DATE: FY 99

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Continue to educate the workforce on the benefits of the Corps of Engineers Early Resolution Program (CEERP).	Managers/Supervisors EEOM	FY 99 and continuing
2. Provide training to managers/supervisors to enhance ability to resolve problems, disputes or complaints in the workplace.	EEOM	FY 99 and continuing
3. Encourage the involvement of managers/supervisors in the conciliation stage.	EEOM	
4. Ensure that EEO Counselors receive training which will increase their abilities to resolve EEO complaints.	EEOM	FY 99 and continuing
5. Encourage the use of mediation to resolve complaints whenever possible.	EEOM Managers/Supvs	FY 99 and
6. Monitor the status of the EEO informal complaint resolution rate.	CEEEO	FY 99 and continuing

REPORT ON ACCOMPLISHMENT OF OBJECTIVE: In FY 99, the informal complaint resolution rate increased to 69.0%. EEO training was conducted for all managers and supervisors by the EEO staff in FY 99. The workforce was educated in the CEERP through regular articles in the ERDC EEO Newsletter. The EEOM and EEO Counselors continued to encourage the use of mediation and the resolution of complaints at the lowest possible level.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: IV. Recruitment and Hiring

PROBLEM STATEMENT: Females and minorities are not proportionately represented in supervisory and senior level (GS/GM-13 and above) positions.

PROBABLE BARRIER: Small applicant pool.

OBJECTIVE: To increase the representation of females/minorities in supervisory/senior level positions.

RESPONSIBLE OFFICIAL: Lab Directors, Directors/Chiefs of Support Staff

TARGET DATE: FY 99 and continuing

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Publicize professional development opportunities to all career program employees.	Lab Directors/ Directors/ Chiefs of Support Staff Career Program Managers	FY 99 and continuing
2. Encourage enrollment in Leadership development courses.		FY 99 and continuing
3. Encourage and support team members' pursuit of higher education.		FY 99 and continuing
4. Utilize broad outreach efforts when filling senior level vacancies.		FY 99 and continuing
5. Encourage and assist women and minorities/ in Career Program registration.		FY 99 and continuing

REPORT ON ACCOMPLISHMENT OF OBJECTIVE: Of the 163 supervisory and management positions at ERDC, not including the Wage System, females held 30 (18.4%) as compared to their representation in the total workforce of 34.0%. Minorities held 12 (7.4%) of the supervisory and management positions compared to their total representation of 16.6%. Efforts were made by the Civilian Personnel Advisory Center (CPAC) to ensure that supervisory and senior level vacancies received broad publication. They maintained a targeted recruitment mailing list of professional organizations, civic and social organizations, and colleges and universities with significant women and minority populations. Of the six supervisory positions filled in FY 99, there were no minorities/females on three of the selection registers. Of the remaining three, two (33.3%) minorities/females were selected. Of the seventeen DB IV and DB V positions filled, four (23.5%) were filled by minorities/females.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: IV. Recruitment and Hiring

PROBLEM STATEMENT: Lack of sufficient interest among high school students, especially females and minorities in math, science, and engineering career fields.

PROBABLE BARRIER: An insufficient number of females/minorities entering the E&S career fields.

OBJECTIVE: Increase high school students' interest in science and engineering career fields.

RESPONSIBLE OFFICIAL: Lab Directors/Chiefs of Support Staff

TARGET DATE: FY 99 and continuing

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Utilize the Student Temporary Employment Program.		FY 99 and continuing
2. Establish apprenticeship programs directed toward females and minorities.		FY 99 and continuing
3. Develop innovative outreach programs to introduce high school students to engineering and scientific fields.		FY 99 and continuing
4. Develop methods of sharing the wealth of scientific and engineering expertise possessed by our team members with high schools in our communities.		FY 99 and continuing

Lab Directors, Directors/
Chiefs of Support Staff

REPORT ON ACCOMPLISHMENT OF OBJECTIVE: During FY 99, the ERDC continued to participate in several innovative ongoing programs that are designed to improve employment opportunities for females and minorities and encourage more females and minorities to enter the fields of science and engineering. ERDC's educational initiatives are described in detail under Noteworthy Activities/Initiatives.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: IV. Recruitment and Hiring

PROBLEM STATEMENT: The applicant pool of female and minority engineers and scientists is too small.

PROBABLE BARRIER: The graduation rate of female/minority E&S is still well below that of white males.

OBJECTIVE: Increase the female and minority applicant pool for engineer and scientist positions.

RESPONSIBLE OFFICIAL: Lab Directors, CPAC/CPOC

TARGET DATE: FY 99 and continuing

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Identify areas of technical expertise at HBCU's, MI's, and HSI's that are compatible with research needs in mission areas and seek ways to assist in educating minority engineering students.	Lab Directors	FY 99 and continuing
2. Develop methods of sharing the wealth of scientific and engineering expertise possessed by our team members with HBCU's, MI's, HSI's and universities with a large female population.	Lab Directors	FY 99 and continuing
3. Develop methods to identify recruitment strategies and sources that will increase the number of Asian applicants for engineering positions.	CPAC/CPOC	FY 99 and continuing
4. Utilize organizations such as BIG, FEW, AMIE, etc., to publicize employment opportunities for minorities and females.	Lab Directors	FY 99 and continuing
5. Seek ways to enlighten minority/female engineering students about the Corps' missions, capabilities, and opportunities.	Lab Directors	FY 99 and continuing

REPORT ON ACCOMPLISHMENT OF OBJECTIVE: Efforts were made by the Civilian Personnel Advisory Center (CPAC) to ensure that vacancies received broad publication. The ERDC continued its outreach efforts designed to reach females/minorities. Of the thirty-three E&S positions filled in FY 99, 10 (30.3%) were filled with females/minorities. Asian applicants were referred on only two selection registers; one was selected.

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: IV. Recruitment and Hiring

PROBLEM STATEMENT: Females are not applying for Wage Grade positions.

PROBABLE BARRIER: Recruitment practices that might yield female applicants have not been vigorously pursued.

OBJECTIVE: Increase the number of females applying for Wage Grade positions.

RESPONSIBLE OFFICIAL: Director, DPW/CPAC

TARGET DATE: FY 99 and continuing

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Establish communications with trade and vocational schools to encourage women to apply for Wage Grade positions.	Director, DPW	FY 99 and continuing
2. Seek the assistance of the ERDC Union Locals in gathering information on recruitment sources and ideas for outreach efforts.	Director, DPW	FY 99 and continuing

REPORT ON ACCOMPLISHMENT OF OBJECTIVE: In the Wage System, there were 105 employees, including one female. During FY 99, four Wage Grade positions were advertised. There were no female applicants for either of these positions. Contact was made with some of the vocational schools in the area near the ERDC HQ. We found that very few females take advantage of these vocational training opportunities.

FY 99 NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY PATCOB												
Occupational Category	Planned/ Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
Professional E&S	Planned	3							3			*
	Actual	1							1			
Professional Other	Planned	0					*	*			*	*
	Actual	0										
Administrative	Planned	0					*	*	*			*
	Actual	0										
Technical	Planned	0					*	*			*	
	Actual	0										
Clerical	Planned	0					*		*	*	*	
	Actual	0										
Other	Planned	0										
	Actual	0										
Wage Grade Supervisor	Planned	0										
	Actual	0										
Wage Grade Leader	Planned	0										
	Actual	0										
Wage Grade Non-supervisor	Planned	0										
	Actual	0										
Total	Planned	3							3			
	Actual	1							1			
Note: 1. The numerical objectives contained in this plan were set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 99. Goals were set for those EEO groups where their representation was outside two standard deviations when compared to the appropriate CLF. 2. Asterisks indicate no representation by this group in this particular category.												

FY 99 NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY CAREER PROGRAM												
Occupational Series	Planned/ Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
#16 & 18 Engineers and Scientists	Planned	3							3			*
	Actual	1							1			
#34 Information Management	Planned	0					*		*		*	*
	Actual	0										
Note: 1. The numerical objectives contained in this plan were set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 99. Goals were set for those EEO groups where their representation was outside two standard deviations when compared to the appropriate CLF. 2. Asterisks indicate no representation by this group in this particular category.												

FY 99 NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY OCCUPATIONAL SERIES												
Occupational Series	Planned/ Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
802 Civil Eng Tech	Planned	0					*	*	*	*	*	
	Actual	0										
810 Civil Engineers	Planned	0										*
	Actual	0										
1301 General Physical Scientists	Planned	0						*			*	*
	Actual	0										
Note: 1. The numerical objectives contained in this plan were set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 99. Goals were set for those EEO groups where their representation was outside two standard deviations when compared to the appropriate CLF. 2. Asterisks indicate no representation by this group in this particular category.												

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER
CHANGE IN WORKFORCE EEO PROFILE BY PATCO CATEGORY
From: 09/30/98 To: 10/10/99

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
PROFESSIONAL	09/98 #	1216	256	860	200	29	29	28	11	41	16	2	0
	%		21.05	70.72	16.45	2.38	2.38	2.30	0.90	3.37	1.32	0.16	0.00
	10/99 #	1136	230	809	179	30	26	28	11	37	14	2	0
	CHANGE IN %		20.25	71.21	15.76	2.64	2.29	2.46	0.97	3.26	1.23	0.18	0.00
ADMINISTRATIVE	09/98 #	294	185	102	162	6	17	0	3	0	3	1	0
	%		62.93	34.69	55.10	2.04	5.78	0.00	1.02	0.00	1.02	0.34	0.00
	10/99 #	285	183	94	159	7	18	0	3	0	3	1	0
	CHANGE IN %		64.21	32.98	55.79	2.46	6.32	0.00	1.05	0.00	1.05	0.35	0.00
TECHNICAL	09/98 #	382	192	147	152	40	36	0	0	3	1	0	3
	%		50.26	38.48	39.79	10.47	9.42	0.00	0.00	0.79	0.26	0.00	0.79
	10/99 #	299	131	128	113	37	16	0	0	3	1	0	1
	CHANGE IN %		43.81	42.81	37.79	12.37	5.35	0.00	0.00	1.00	0.33	0.00	0.33
CLERICAL	09/98 #	100	96	1	76	3	17	0	1	0	0	0	2
	%		96.00	1.00	76.00	3.00	17.00	0.00	1.00	0.00	0.00	0.00	2.00
	10/99 #	139	127	8	91	4	32	0	1	0	0	0	3
	CHANGE IN %		91.37	5.76	65.47	2.88	23.02	0.00	0.72	0.00	0.00	0.00	2.16
OTHER	09/98 #	39	10	19	8	9	2	1	0	0	0	0	0
	%		25.64	48.72	20.51	23.08	5.13	2.56	0.00	0.00	0.00	0.00	0.00
	10/99 #	29	5	13	3	11	2	0	0	0	0	0	0
	CHANGE IN %		17.24	44.83	10.34	37.93	6.90	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	09/98 #	2031	739	1129	598	87	101	29	15	44	20	3	5
	%		36.39	55.59	29.44	4.28	4.97	1.43	0.74	2.17	0.98	0.15	0.25
	10/99 #	1888	676	1052	545	89	94	28	15	40	18	3	4
	CHANGE IN %		35.81	55.72	28.87	4.71	4.98	1.48	0.79	2.12	0.95	0.16	0.21
			-0.58	0.13	-0.58	0.43	0.01	0.06	0.06	-0.05	-0.03	0.01	-0.03

FY 98 - FY 99 CHANGE IN WHITE-COLLAR EEO WORKFORCE PROFILE BY CAREER PROGRAM

Career Programs	Years/ %Change	Total		White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
CP 16 & 18 Engineers and Scientists	1998 # %	116 100.0	232 20.0	833 71.8	183 15.8	27 2.3	26 2.2	28 2.4	11 0.9	38 3.3	12 1.0	2 0.2	0 0.0
	1999 # %	1090 100.0	210 19.3	787 72.2	166 15.2	27 2.4	22 2.0	28 2.5	11 1.0	36 3.3	11 1.0	2 0.2	0 0.0
	% Change		-0.7	0.4	-0.6	0.1	-0.2	0.1	0.1	0.0	0.0	0.0	0
#34 Information Management	1998 # %	119 100.0	57 47.9	60 50.4	48 40.3	2 1.7	7 5.9	0 0.0	1 0.8	0 0.0	1 0.8	0 0.0	0 0.0
	1999 # %	159 100.0	84 52.8	72 45.3	74 46.5	3 1.9	8 5.0	0 0.0	1 0.6	0 0.0	1 0.6	0 0.0	0 0.0
	% Change		4.9	-5.1	6.2	0.2	-0.9	0.0	-0.2	0.0	-0.2	0.0	0.0

FY 98 - FY 99 CHANGE IN EEO WORKFORCE PROFILE BY MAJOR OCCUPATION

Series Name Category	Years/ %Change	Total		White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
0802 Civil Eng Tech	1998 # %	133 100.0	30 22.6	79 59.4	26 19.6	24 18.1	3 2.3	0 0.0	0 0.0	0 0.0	0 0.0	0 0.0	1 0.8
	1999 # %	117 100.0	25 21.4	69 59.0	21 18.0	22 18.8	3 2.6	0 0.0	0 0.0	1 0.8	0 0.0	0 0.0	1 0.8
	% Change		-1.2	-0.4	-1.6	-0.7	0.3	0.0	0	0.8	0.0	0.0	0.0
0810 Civil Engineers	1998 # %	331 100.0	34 10.3	264 79.8	25 7.6	5 1.5	3 0.9	8 2.4	4 1.2	19 5.7	2 0.6	1 0.3	0 0.0
	1999 # %	328	37 11.3	257 78.3	27 8.2	5 1.5	3 0.9	10 3.0	4 1.2	18 5.4	3 0.9	1 0.3	0 0.0
	% Change		1.0	-1.5	0.6	0.0	0.0	0.6	0.0	-0.3	-0.3	0.0	0.0
1301 General Physical Scientists	1998 # %	195 100.0	36 18.5	147 75.4	33 16.9	4 2.1	2 1.0	4 2.1	0 0.0	4 2.1	1 0.5	0 0.0	0 0.0
	1999 # %	180 100.0	32 17.8	137 76.1	28 15.6	4 2.2	2 1.1	4 2.2	1 0.5	3 1.6	1 0.5	0 0.0	0 0.0
	% Change												

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER
CHANGE IN W/F EEO PROFILE BY PAY LEVEL GS/GM/ES
From: 09/30/98 To: 10/10/99

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
OTHERS	09/98 #	720	157	495	117	29	29	17	7	21	4	1	0
	%												
	10/99 #	1118	21.81	68.75	16.25	4.03	4.03	2.36	0.97	2.92	0.56	0.14	0.00
	CHANGE IN %		385	623	290	73	80	17	9	19	5	1	1
GS 1-4	09/98 #	17	15	1	11	1	4	0	0	0	0	0	0
	%												
	10/99 #	1	88.24	5.88	64.71	5.88	23.53	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GS 5-8	09/98 #	348	260	61	203	25	48	1	2	1	2	0	5
	%												
	10/99 #	106	74.71	17.53	58.33	7.18	13.79	0.29	0.57	0.29	0.57	0.00	1.44
	CHANGE IN %		90	15	80	0	6	0	1	1	0	0	3
GS 9-12	09/98 #	550	84.91	14.15	75.47	0.00	5.66	0.00	0.94	0.94	0.00	0.00	2.83
	%												
	10/99 #	307	10.19	-3.38	17.14	-7.18	-8.13	-0.29	0.37	0.66	-0.57	0.00	1.39
	CHANGE IN %												
GS/GM 13-15	09/98 #	370	247	268	212	24	18	4	4	6	13	1	0
	%												
	10/99 #	333	44.91	48.73	38.55	4.36	3.27	0.73	0.73	1.09	2.36	0.18	0.00
	CHANGE IN %		150	140	129	9	7	4	3	3	11	1	0
SES + GS + ST	09/98 #	26	48.86	45.60	42.02	2.93	2.28	1.30	0.98	0.98	3.58	0.33	0.00
	%												
	10/99 #	23	3.95	-3.12	3.47	-1.43	-0.99	0.58	0.25	-0.11	1.22	0.14	0.00
	CHANGE IN %												
TOTAL	09/98 #	2031	58	281	53	8	2	7	2	15	1	1	0
	%												
	10/99 #	1888	15.68	75.95	14.32	2.16	0.54	1.89	0.54	4.05	0.27	0.27	0.00
	CHANGE IN %		49	253	44	7	1	7	2	16	2	1	0
TOTAL	09/98 #	2031	14.71	75.98	13.21	2.10	0.30	2.10	0.60	4.80	0.60	0.30	0.00
	%												
	10/99 #	1888	-0.96	0.03	-1.11	-0.06	-0.24	0.21	0.06	0.75	0.33	0.03	0.00
	CHANGE IN %												
TOTAL	09/98 #	2031	2	23	2	0	0	0	0	1	0	0	0
	%												
	10/99 #	1888	7.69	88.46	7.69	0.00	0.00	0.00	0.00	3.85	0.00	0.00	0.00
	CHANGE IN %		2	20	2	0	0	0	0	1	0	0	0
TOTAL	09/98 #	2031	8.70	86.96	8.70	0.00	0.00	0.00	0.00	4.35	0.00	0.00	0.00
	%												
	10/99 #	1888	1.00	-1.51	1.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00
	CHANGE IN %												
TOTAL	09/98 #	2031	739	1129	598	87	101	29	15	44	20	3	5
	%												
	10/99 #	1888	36.39	55.59	29.44	4.28	4.97	1.43	0.74	2.17	0.98	0.15	0.25
	CHANGE IN %		676	1052	545	89	94	28	15	40	18	3	4
TOTAL	09/98 #	2031	35.81	55.72	28.87	4.71	4.98	1.48	0.79	2.12	0.95	0.16	0.21
	%												
	10/99 #	1888	-0.58	0.13	-0.58	0.43	0.01	0.06	0.06	-0.05	-0.03	0.01	-0.03
	CHANGE IN %												

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER
CHANGE IN W/F EEO PROFILE BY PAY LEVEL WD/WG
From: 09/30/98 To: 10/10/99

	Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
	All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
WD/WG 1-4	09/98 #	2	0	0	0	2	0	0	0	0	0	0
	10/99 #	2	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0	0	0	2	0	0	0	0	0	0
WD/WG 5-9	09/98 #	36	1	17	1	18	0	0	0	0	0	0
	10/99 #	33	2.78	47.22	2.78	50.00	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		1	14	1	18	0	0	0	0	0	0
WD/WG 10	09/98 #	20	0	17	0	3	0	0	0	0	0	0
	10/99 #	18	0.00	85.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0	14	0	4	0	0	0	0	0	0
WD/WG 11-12	09/98 #	17	0	15	0	2	0	0	0	0	0	0
	10/99 #	16	0.00	88.24	0.00	11.76	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0	14	0	2	0	0	0	0	0	0
WD/WG 13-15	09/98 #	9	0	8	0	1	0	0	0	0	0	0
	10/99 #	10	0.00	88.89	0.00	11.11	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		0	9	0	1	0	0	0	0	0	0
TOTAL	09/98 #	84	1	57	1	26	0	0	0	0	0	0
	10/99 #	79	1.19	67.86	1.19	30.95	0.00	0.00	0.00	0.00	0.00	0.00
	CHANGE IN %		1	51	1	27	0	0	0	0	0	0
			1.27	64.56	1.27	34.18	0.00	0.00	0.00	0.00	0.00	0.00
			0.08	-3.30	0.08	3.22	0.00	0.00	0.00	0.00	0.00	0.00

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER
CHANGE IN W/F EEO PROFILE BY PAY LEVEL WL/NN/WS
From: 09/30/98 To: 10/10/99

	Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
	All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
WL/N/S 1-4	2	0	1	0	1	0	0	0	0	0	0	0
		0.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	2	0	1	0	1	0	0	0	0	0	0	0
		0.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WL/N/S 5-9	8	0	1	0	7	0	0	0	0	0	0	0
		0.00	12.50	0.00	87.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	8	0	1	0	7	0	0	0	0	0	0	0
		0.00	12.50	0.00	87.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WL/N/S 10-11	10	0	7	0	3	0	0	0	0	0	0	0
		0.00	70.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	10	0	7	0	3	0	0	0	0	0	0	0
		0.00	70.00	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
WL/N/S 12-15	6	0	5	0	0	0	0	0	0	0	1	0
		0.00	83.33	0.00	0.00	0.00	0.00	0.00	0.00	16.67	0.00	0.00
	6	0	5	0	0	0	0	0	0	1	0	0
		0.00	83.33	0.00	0.00	0.00	0.00	0.00	0.00	16.67	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	26	0	14	0	11	0	0	0	0	0	1	0
		0.00	53.85	0.00	42.31	0.00	0.00	0.00	0.00	3.85	0.00	0.00
	26	0	14	0	11	0	0	0	0	1	0	0
		0.00	53.85	0.00	42.31	0.00	0.00	0.00	0.00	3.85	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER
BREAKDOWN BY GRADE OR LEVEL WITHIN PAY PLAN
As of 10/10/99

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
***** PAY PLAN: DB *****													
01	#	1	1	0	0	0	1	0	0	0	0	0	0
	%	100.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
02	#	22	14	4	10	3	1	1	3	0	0	0	0
	%	63.64	18.18	18.18	45.45	13.64	4.55	4.55	13.64	0.00	0.00	0.00	0.00
03	#	44	11	22	6	7	3	3	1	1	1	0	0
	%	25.00	25.00	50.00	13.64	15.91	6.82	6.82	2.27	2.27	2.27	0.00	0.00
04	#	509	94	376	74	9	13	13	4	16	3	1	0
	%	18.47	18.47	73.87	14.54	1.77	2.55	2.55	0.79	3.14	0.59	0.20	0.00
05	#	47	1	45	1	0	0	0	0	1	0	0	0
	%	2.13	2.13	95.74	2.13	0.00	0.00	0.00	0.00	2.13	0.00	0.00	0.00
TOTAL	#	623	121	447	91	19	18	17	8	18	4	1	0
	%	19.42	19.42	71.75	14.61	3.05	2.89	2.73	1.28	2.89	0.64	0.16	0.00

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER
BREAKDOWN BY GRADE OR LEVEL WITHIN PAY PLAN
As of 10/10/99

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
All		Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men
***** PAY PLAN: DE *****													
01	#	1	0	1	0	0	0	0	0	0	0	0	0
	%	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02	#	16	12	11	10	4	0	0	0	1	0	0	0
	%	42.11	31.58	28.95	26.32	10.53	0.00	0.00	0.00	2.63	0.00	0.00	0.00
03	#	12	29	11	15	1	0	0	1	0	0	0	0
	%	21.05	50.88	19.30	26.32	1.75	0.00	0.00	1.75	0.00	0.00	0.00	0.00
04	#	2	40	2	5	0	0	0	0	0	0	0	0
	%	4.26	85.11	4.26	10.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	31	81	25	30	5	0	0	1	1	0	0	0
	%	21.68	56.64	17.48	20.98	3.50	0.00	0.00	0.70	0.70	0.00	0.00	0.00

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER
BREAKDOWN BY GRADE OR LEVEL WITHIN PAY PLAN
As of 10/10/99

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
***** PAY PLAN: DJ *****													
02	#	50	38	10	30	2	8	0	0	0	0	0	0
	%		76.00	20.00	60.00	4.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00
03	#	95	52	40	41	3	10	0	1	0	0	0	0
	%		54.74	42.11	43.16	3.16	10.53	0.00	1.05	0.00	0.00	0.00	0.00
04	#	30	8	20	8	2	0	0	0	0	0	0	0
	%		26.67	66.67	26.67	6.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05	#	4	0	4	0	0	0	0	0	0	0	0	0
	%		0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	179	98	74	79	7	18	0	1	0	0	0	0
	%		54.75	41.34	44.13	3.91	10.06	0.00	0.56	0.00	0.00	0.00	0.00

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER
BREAKDOWN BY GRADE OR LEVEL WITHIN PAY PLAN
As of 10/10/99

		Total		White		Black		Hispanic		Asian American Pacific Islander		American Indian Alaskan Native	
		All	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
***** PAY PLAN: DK *****													
01	#	2	2	0	1	0	1	0	0	0	0	0	0
	%		100.00	0.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
02	#	73	50	11	37	12	13	0	0	0	0	0	0
	%		68.49	15.07	50.68	16.44	17.81	0.00	0.00	0.00	0.00	0.00	0.00
03	#	92	79	9	54	4	24	0	0	0	0	0	1
	%		85.87	9.78	58.70	4.35	26.09	0.00	0.00	0.00	0.00	0.00	1.09
04	#	6	4	1	3	1	1	0	0	0	0	0	0
	%		66.67	16.67	50.00	16.67	16.67	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	#	173	135	21	95	17	39	0	0	0	0	0	1
	%		78.03	12.14	54.91	9.83	22.54	0.00	0.00	0.00	0.00	0.00	0.58

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

AFFIRMATIVE EMPLOYMENT PROGRAM PLAN UPDATE

FOR FISCAL YEAR 2000

NAME OF ORGANIZATION: USA Engineer Research and Development Center

ADDRESS OF ORGANIZATION: 3909 Halls Ferry Road, Vicksburg, MS 39180

ORGANIZATIONAL LEVEL: Installation

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL 1993
PROFESSIONAL 1136 ADMINISTRATIVE 285 TECHNICAL 299
CLERICAL 139 OTHER 29 BLUE COLLAR 105

LINDA S. WILKINSON

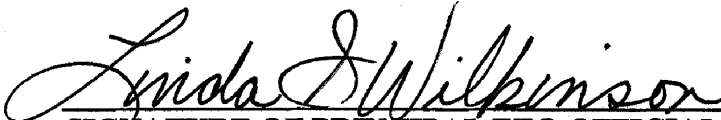
601-634-3743

NAME OF CONTACT PERSON PREPARING FORM

TELEPHONE NO.

LINDA S. WILKINSON, EEO Manager

NAME AND TITLE OF PRINCIPAL EEO OFFICIAL



7 June 2000

SIGNATURE OF PRINCIPAL EEO OFFICIAL

DATE

CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714



9 June 2000

ROBIN R. CABABA, Colonel, Corps of Engineers, Commander

NAME/TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-71

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: IV. Recruitment and Hiring

PROBLEM/BARRIER STATEMENT: Females and minorities are not proportionately represented in supervisory and senior level positions.

PROBABLE BARRIER: Applicant pool is too small.

OBJECTIVE: To increase the representation of females/minorities in supervisory/senior level positions.

RESPONSIBLE OFFICIAL: Lab Directors, Directors/Chiefs of Support Staff

TARGET DATE: FY 00 and continuing

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Publicize professional development opportunities to all career program employees.	Lab Directors/ Directors/ Chiefs of Support Staff Career Program Managers	FY 00 and continuing
2. Encourage enrollment in Leadership development courses.		FY 00 and continuing
3. Encourage and support team members' pursuit of higher education.		FY 00 and continuing
4. Utilize broad outreach efforts when filling senior level vacancies.		FY 00 and continuing
5. Encourage and assist women and minorities/ in Career Program registration.		FY 00 and continuing

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: IV. Recruitment and Hiring

PROBLEM STATEMENT: Lack of sufficient interest among high school students, especially females and minorities in math, science, and engineering career fields.

PROBABLE BARRIER: An insufficient number of females/minorities entering the E&S career fields.

OBJECTIVE: Increase high school students' interest in science and engineering career fields.

RESPONSIBLE OFFICIAL: Lab Directors/Chiefs of Support Staff

TARGET DATE: FY 00 and continuing

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Utilize the Student Temporary Employment Program.	Lab Directors	FY 00 and continuing
2. Establish apprenticeship programs directed toward females and minorities.		FY 00 and continuing
3. Develop innovative outreach programs to introduce high school students to engineering and scientific fields.		FY 00 and continuing
4. Develop methods of sharing the wealth of scientific and engineering expertise possessed by our team members with high schools in our communities.		FY 00 and continuing

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: IV. Recruitment and Hiring

PROBLEM/BARRIER STATEMENT: The applicant pool of female and minority engineers and scientists is too small.

PROBABLE BARRIER: The graduation rate of female and minority E&S is still far below that of white males.

OBJECTIVE: Increase the female and minority applicant pool for engineer and scientist positions.

RESPONSIBLE OFFICIAL: Lab Directors, CPAC/CPOC

TARGET DATE: FY 00 and continuing

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Identify areas of technical expertise at HBCU's, MI's, and HIS's that are compatible with research needs in mission areas and seek ways to assist in educating minority engineering students.	Lab Directors	FY 00 and continuing
2. Develop methods of sharing the wealth of scientific and engineering expertise possessed by our team members with HBCU's, MI's, HIS's and universities with a large female population.	Lab Directors	FY 00 and continuing
3. Develop methods to identify recruitment strategies and sources that will increase the number of Asian applicants for engineering positions.	CPAC/CPOC	FY 00 and continuing
4. Utilize organizations such as BIG, FEW, AMIE, etc., to publicize employment opportunities for minorities and females.	Lab Directors	FY 00 and continuing
5. Seek ways to enlighten minority/female engineering students about the Corps, its missions, capabilities, and opportunities.	Lab Directors	FY 00 and continuing

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

REPORT OF OBJECTIVES AND ACTION ITEMS

PROGRAM ELEMENT: IV. Recruitment and Hiring

PROBLEM STATEMENT: Females are not applying for Wage Grade positions.

PROBABLE BARRIER: Recruitment practices that might yield female applicants have not been vigorously pursued.

OBJECTIVE: Increase the number of females applying for Wage Grade positions.

RESPONSIBLE OFFICIAL: Director, DPW/CPAC

TARGET DATE: FY 00 and continuing

ACTION ITEMS:	RESPONSIBLE OFFICIAL	TARGET DATE
1. Establish communications with trade and vocational schools to encourage women to apply for Wage Grade positions.	Director, DPW	FY 00 and continuing
2. Seek the assistance of the ERDC Union Locals in gathering information on recruitment sources and ideas for outreach efforts.	Director, DPW	FY 00 and continuing

FY 00 NUMERICAL OBJECTIVES BY PATCOB												
Occupational Category	Planned/ Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
Professional E&S	Planned	3							3			*
Professional Other	Planned	0					*	*			*	*
Administrative	Planned	0					*				*	*
Technical	Planned	0					*	*			*	
Clerical	Planned	0					*		*	*	*	
Other	Planned	0					*	*	*	*	*	*
Wage Grade Supervisor	Planned	0										
Wage Grade Leader	Planned	0										
Wage Grade Non-supervisor	Planned	0										
Total	Planned	3							3			
Note: 1. The numerical objectives contained in this plan have been set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 00. Goals were set for those EEO groups where their representation was outside two standard deviations when compared to the appropriate CLF. 2. Asterisks indicate no representation by this group in this particular category.												

FY 00 NUMERICAL OBJECTIVES BY CAREER PROGRAM												
Occupational Series	Planned/ Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
#16 & 18 Engineers and Scientists	Planned	3							3			*
#34 Information Management	Planned	0					*		*		*	*
Note: 1. The numerical objectives contained in this plan have been set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 00. Goals were set for those EEO groups where their representation was outside two standard deviations when compared to the appropriate CLF. 2. Asterisks indicate no representation by this group in this particular category.												

FY 00 NUMERICAL OBJECTIVE BY OCCUPATIONAL SERIES												
Occupational Series	Planned /Actual	Total	White		Black		Hispanic		Asian American/ Pacific Islander		American Indian Alaskan Native	
		All #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #	Male #	Female #
802 Civil Eng Tech	Planned	0					*	*		*	*	
810 Civil Engineers	Planned	0										*
1301 General Physical Scientists	Planned	0									*	*
Note: 1. The numerical objectives contained in this plan have been set after a thorough evaluation of the workforce analysis and additional consideration of the vacancies anticipated for FY 00. Goals were set for those EEO groups where their representation was outside two standard deviations when compared to the appropriate CLF. 2. Asterisks indicate no representation by this group in this particular category.												



CEERD-ZB

REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER
WATERWAYS EXPERIMENT STATION, 3909 HALLS FERRY ROAD
VICKSBURG, MISSISSIPPI 39180-6199

26 OCT 1998

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER'S POLICY MEMORANDUM #2

SUBJECT: ERDC Policy on Sexual Harassment

1. As the Commander of the U.S. Army Engineer Research and Development Center (ERDC), I want to emphasize my policy concerning the issue of sexual harassment.
2. Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act, as amended. It is also a violation of the Merit Systems Principles of the Civil Service Reform Act of 1978. Sexual harassment is deliberate or repeated unwelcome, unsolicited verbal comments, gestures, or physical contacts of a sexual nature. Sexual harassment is unacceptable conduct.
3. I support a work environment where sexual harassment is not tolerated. Employees have the right to work in an environment free from unsolicited and unacceptable sexual overtures. Practices which undermine the integrity of employees, debilitate morale, or interfere with work productivity will not be condoned. Each manager, supervisor, and employee will be held responsible for ensuring that sexual harassment is not practiced or tolerated.
4. Individuals who feel that they are the victims of sexual harassment should contact the EEO Office or an EEO Counselor for a private, confidential discussion of the matter. A poster, listing EEO counselors, their telephone numbers, and their locations, can be found on all official bulletin boards. This poster includes instructions for filing complaints.
5. I urge all employees to support the ERDC policy against sexual harassment by preventing, reporting, and correcting inappropriate social behavior within their work sites.

ROBIN R. CABABA
Colonel, Corps of Engineers
Commander

DISTRIBUTION:

A

Plus all Bulletin Boards

AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN

PLAN FOR THE PREVENTION OF SEXUAL HARASSMENT

OBJECTIVES:

1. To ensure that the ERDC work force is aware of the Corps' and the ERDC Commander's position regarding sexual harassment.
2. To ensure that employees are educated on sexual harassment prevention and responsibilities.
3. To ensure that all allegations of sexual harassment are investigated expeditiously and with the utmost sensitivity.

SPECIFIC ACTIONS:

1. Disseminate the ERDC Commander's policy statement on sexual harassment to all employees.
2. Post the ERDC Commander's policy statement on sexual harassment on all official bulletin boards.
3. Prepare and publish information articles on preventing sexual harassment in the EEO Newsletter.
4. Stress the impact of sexual harassment on productivity and morale in all EEO training sessions held for managers and supervisors.
5. Ensure that all EEO staff and EEO Counselors promote sensitivity to the nature and seriousness of sexual harassment in the workplace.
6. Ensure that employees are aware of their right to work in an environment free of sexual harassment, intimidation, and behaviors inappropriate to the workplace.

MILESTONES: FY 2000 and continuing.

RESPONSIBILITIES:

1. The EEO Manager will ensure:
 - a. That all EEO Counselors are knowledgeable of EEOC guidelines on sexual harassment and that counselors are available to address any complaints concerning sexual harassment and attempt to informally resolve the complaints.
 - b. That the ERDC policy statement on sexual harassment is revised, updated, and distributed appropriately.
 - c. That ERDC regulations are current in regard to sexual harassment complaint procedures.
 - d. That managers and supervisors are trained in the prevention of sexual harassment.
 - e. That EEO posters contain information related to filing sexual harassment complaints.
 - f. That complaints of sexual harassment are handled expeditiously and with the utmost sensitivity.
2. Managers and supervisors will:
 - a. Ensure that all personnel are aware of the ERDC policy regarding sexual harassment.
 - b. Make all personnel aware of the obligation to support management's policies and good human relations practices in preventing, removing, and correcting inappropriate behavior at the work place.
 - c. Handle all allegations of sexual harassment expeditiously and with the utmost sensitivity.

GLOSSARY OF TERMS

Action item. Identified step to take to improve a problem area.

Barrier. Personnel principle, policy, or practice which restricts or tends to limit the representative employment of applicants and employees, especially minorities, women, and people with disabilities.

CERL. Construction Engineering Research Laboratory.

CLF. Acronym for Civilian Labor Force which is all persons, 16 years of age or over, excluding those in the Armed Forces, who are employed or seeking employment. Figures are taken from the most recent U.S. census. Activity workforce EEO group data are compared to either the National or State CLF data, depending on the normal recruiting area for positions being reviewed.

CRREL. Cold Regions Research and Engineering Laboratory.

EEO Groups. White Men; White Women; Black Men; Black Women; Hispanic Men; Hispanic Women; Asian American/Pacific Islander Men; Asian American/Pacific Islander Women; American Indian/Alaskan Native Men; American Indian/Alaskan Native Women.

Employee. Permanent, full or part-time, member of the activity's workforce including those in excepted service positions. Does not include temporary or intermittent employees.

Employment Category. The major occupational categories for the White-Collar pay system and Wage Board pay system including: Professional, Administrative, Technical, Clerical, Other, and Blue Collar (PATCOB). The categories are made up of groups of series. The Professional category includes series that have a positive educational degree requirement, i.e. Engineer, Computer Scientist. The Administrative category includes most series that credit education and/or experience as qualifying factors, i.e. Management Analyst or Budget Analyst. The Other category is made up of series that don't fall into the PATCOB categories, i.e. Security Guard. The Technical category includes technical series/grades, i.e. Engineering Tech, Accounting Tech.

ERDC. U.S. Army Engineer Research and Development Center.

Fiscal Year. Reporting period from October 1 of one year to September 30 of the following year.

HBCU. Historically Black Colleges and Universities.

HSI. Hispanic Serving Institutions.

Identified Career Programs. Career programs with 100 or more employees.

Major Occupations. Mission-oriented occupations with 100 or more employees.

Numerical Objectives (Goals). Quantifiable objectives designed to eliminate underrepresentations of EEO groups.

Objective. Statement of a specific end product or condition to be attained by a specific date. Accomplishment of an objective will lead to the elimination of a barrier or other problem.

PATCOB. Acronym for Professional, Administrative, Technical, Clerical, Other, and Blue Collar occupational categories.

Program Analysis. Review of the activity's entire affirmative employment program.

Program Element. Prescribed program area for assessing where agencies should concentrate their affirmative employment program analysis and plan development.

Responsible Official. Executive, manager, or supervisor who is accountable for accomplishing an action item.

Target Date. Date for completion of an action item.

TEC. Topographic Engineering Center.

WES. Waterways Experiment Station